



## NOTICE OF JOB OPENING

**JOB TITLE:** Assistant Human Resources Manager

**POSITION NO:** 6102257009

**DEPARTMENT:** County Auditor –Human Resources

**HOURS:** 40 Hours Per Week

**SALARY:** The Harris County Auditor’s Office offers a professional and stable work environment with a competitive salary, excellent benefits and a flex work schedule.

**JOB REQUIREMENTS:** Qualified candidates must possess a 4 year degree in HR or related field and must be well versed in the human resources disciplines - compensation and benefits, training and development, employee relations, and recruitment and selection. Demonstrated expertise in the implementation of best practices and process improvement relative to Human Resources. 10 years work related experience in a professional environment working with executive management. 5 years of Human Resource management and supervisory experience. Excellent conflict resolution and negotiation skills. Work with minimal supervision. Possess excellent interpersonal skills and organizational astuteness. Trustworthy and dependable. Excellent verbal and written communication skills. Excellent presentation skills. Excellent computer skills using Microsoft Office products. Possess excellent problem solving, decision making, and analytical skills. Able to lift, carry, and or pull up to 15 lbs. Some overtime is required.

**JOB DESCRIPTION:** The Assistant Manager of Human Resources will assist the Chief Human Capital Director & Strategist with the strategic directives and tactical objectives of the department. Responsibility includes: planning and managing the County Auditor’s Office’s (Office) human resources programs and processes in accordance with best practices, policies, applicable laws and procedures to ensure that the Office’s statutory responsibilities and strategic objectives are fulfilled in a progressive and innovative manner. This will include but is not limited; recruiting and selection/staffing, compensation management, salary surveys, talent management and leadership development, employment law and policy/program compliance, procedure and policy development, new employee indoctrination, performance management systems inclusive of employee evaluations and employee relations, counseling and progressive discipline, employee safety, succession planning, and organizational space planning. The position is responsible to provide the primary support to the Chief HC Director & Strategist on all matters pertaining to Human Resources and Infrastructure support in the Harris County Auditor’s Office and will serve in the place of the Chief HC Director & Strategist during periods of absence. The Assistant HR Manager will demonstrate effective relations among employees and will be accountable for motivating and stimulating Management to ensure consistent, equal, and fair treatment of their employees. Knowledge of the county’s benefit programs, county personnel policies, Employment Law (FMLA, FLSA, ADA, etc.) and their application must be complete.

### HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY